

Kenny McFarlane

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Skills & Abilities

- Proficient in Adobe Creative Suite: Illustrator, InDesign, Photoshop, Premiere Pro, After Effects, Audition, Fireworks and Acrobat
- Handle multiple demands for commitment of time, energy, and resources
- Exhibit self-motivation and a positive attitude
- Solve problems creatively, logically, and practically
- Proficient in Microsoft Office Suite including Word, Excel, Power Point, Outlook, Access, and Publisher

LANGUAGES

- English and Spanish: Fluent
- French, Japanese and Arabic: Intermediate
- Mandarin Chinese: Novice

Education

BACHELORS OF ARTS & OF SCIENCE | ANTICIPATED MAY 2015 | AMERICAN UNIVERSITY

- Majors: Fine Arts & Linguistics
- Minor: Sociolinguistics

ASSOCIATES OF ARTS | 2012 | MONTGOMERY COLLEGE

- Major: Fine Arts

SEMESTER AT SEA | 2008 | UNIVERSITY OF VIRGINIA

Experience

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY – NATIONAL CENTER FOR ENVIRONMENTAL RESEARCH | 04/10 – 09/13

Graphic Specialist

- Designed concepts, execution, and presentation of posters (scientific and non-scientific), signage, brochures, primers, print advertisements for DC Metro and direct mail, booklets, trifolds, and newsletters
- Designed monthly and event-based web banners and webpage layouts
- Redesigned official branding and logos in use for USEPA's Small Business Innovation Research Program (SBIR) and Air, Climate and Energy (ACE) Research Program
- Create press releases, web blurbs, and news features from scientific research

Social Media Specialist

- Contributed to USEPA's online voice and presence through tweeting primarily for @EPAresearch, @EPA, @EPAwater, and @EPAespanol and posting on USEPA's Facebook, Google+, and Flickr pages
- Data-mined using VOCUS for newsworthy events to help craft online image

Project Assistant

- Data entry and database management
- Grants Management – certified grants management project officer (extramural grants)
- Assistant to the Facilities Coordinator
- Ordered and kept inventory of IT equipment and supplies

TUTOR | SELF-EMPLOYED | 02/08 – 06/10 AND 08/13 - PRESENT

- Tutored in English, Writing, Math: Economics, Trigonometry and Algebra at high school, college, and graduate levels
- Spanish tutor

EXPEDITOR | SUTTON PLACE GOURMET LLC: BALDUCCI'S BETHESDA | 06/07 – 01/08

- Setup catering supplies for next day's orders
- Expedited and coordinated production of all catering to include wrapping, labeling, quantity verification, quality validation, presentation standards and that production was timely
- Ensured food leaves the restaurants on time and is routed to the correct address
- Ensured delivery associate or courier knew the route, delivery instructions, payment directions and the point-of-contact
- Compiled and balanced all paperwork before day's end
- Order paper and catering supplies with manager approval; setups; daily catering sales follow-up calls
- Reported issues to Customer Service Associates

References

Kelly Widener, Assistant Center Director of Research Communications, USEPA NCER
widener.kelly@epa.gov, (703) 347-0168

Lisa Doucet, Deputy Director of the Research Development Division, USEPA NCER,
doucet.lisa@epa.gov, (703) 347-8069

Kathi Wiser, Project Officer, USAEPA NCER, wiser.kath@epa.gov, (703) 347-0334